

326507/89

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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City Council

**TITLE: GRAFFITI REMOVAL COORDINATOR/WORKER**

**DEFINITION**

Under general supervision to organize, participate and coordinate the work of a small work crew in the City's Graffiti Removal Program. Program objectives are achieved by performing semi-skilled painting and manual labor; maintaining records and generating reports; providing community outreach and public contact; attending meetings and doing related work as assigned.

**REPORTS TO:**

**SUPERVISION RECEIVED AND EXERCISED**

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Supervise and participate in graffiti painting operations and other community cleanup projects in response to specific requests for assistance or identified needs.
- Contact residents and businesses to gain permission and help in removing graffiti or debris from their property.
- Meet with community groups to explain the program's goals and accomplishments and solicit their support.
- Initiate special projects in cooperation with neighborhood schools and local groups or agencies to respond to identified graffiti removal or clean-up problems.
- Keep records of time, materials and locations serviced.
- Attend meetings as required.

**QUALIFICATIONS**

**Knowledge of:**

- Standard painting practices, methods, tools, and equipment used in-house or building type painting, including use of mechanical spray painting equipment.
- Public relations.
- Report and information writing.
- Basic principals of supervision.

**Ability to:**

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others and work with community groups and the general public.
- Work hard under sometimes adverse conditions to achieve the program's objectives.

- Understand and carry out oral and written instructions.
- Organize, assign, supervise and review the work of others.
- Maintain records and prepare reports.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: At least one year of paid experience performing manual labor which includes the use of mechanical spray-painting equipment and some public contact.

**NECESSARY SPECIAL REQUIREMENT:**

Possession of, or ability to, obtain an appropriate, valid Class C California Motor Vehicle Operator's license.

**MEDICAL CATEGORY:** Group 2